

**WYOMING DEPARTMENT OF HEALTH,  
MENTAL HEALTH & SUBSTANCE ABUSE SERVICES DIVISION**

**Request for Applications – State Fiscal Year 2008-09**

To Establish and Promote SUICIDE PREVENTION Community Coalitions  
and Community Based SUICIDE PREVENTION Activities

**I. INTRODUCTION**

The Wyoming Suicide Prevention Initiative functions as the primary authority for suicide prevention within the State of Wyoming. Located within the Mental Health & Substance Abuse Services Division (the Division) of the Wyoming Department of Health (WDH), this program employs a public health approach to prevention that is consistent with the goals and objectives set forth in *Saving One Life*, the State of Wyoming Suicide Prevention Plan (Attachment A). The initiative is administered by the Division's Suicide Prevention Team Leader. The Wyoming Suicide Prevention Task Force serves in an advisory capacity on state-sponsored suicide prevention efforts and provides the team leader with assistance and guidance on programming matters of strategic importance. The state task force is a multi-disciplinary coalition of volunteers assembled from a broad range of private organizations and public agencies involved in the field of suicide prevention and intervention, as well as individuals whose lives have been affected by suicide. The overarching mission of the State Task Force is to improve the health and wellbeing of Wyoming citizens over the lifespan by reducing suicide and its impact on individuals, families, and communities.

**II. PURPOSE**

The State of Wyoming Suicide Prevention Plan expressly calls for the establishment of community-based suicide prevention efforts. Through the Wyoming Suicide Prevention Initiative, WDH provides local coalitions with funding to develop, implement, and evaluate such community programming. This Request for Applications (RFA) describes the procedures and requirements for the procurement and use of such funds by established and prospective community suicide prevention coalitions. Funding obtained pursuant to this RFA may be used by community coalitions for suicide data evaluation, assessment of suicide prevention needs of the community, and planning and support of suicide prevention activities. Based on assessed community needs, activities should be in accordance with the philosophy, goals, and objectives of the State's Suicide Prevention Plan. Grants issued under this RFA are not intended to be the sole source of funding for community-based suicide prevention activities.

Members of the Suicide Prevention Task Force and the State Suicide Prevention Team Leader within the Mental Health & Substance Abuse Services Division are available upon request to assist communities both in the development of their Request for Application and in the implementation of funded activities. Technical assistance will be available throughout the grant period.

### III. ELIGIBILITY

Community members who would like to establish a community suicide prevention coalition, or established community suicide prevention coalitions – either free standing or components of larger prevention groups – are eligible to apply for funding. Applications may be submitted through the local community mental health center, or through any other for-profit or non-profit organization with an established business office within the county or counties for which funds are sought. The applicant must agree to act as the local coalition's business agent for purposes of the grant. Expenditures under the grant are to be directed by a designated committee (for counties without established suicide prevention coalitions) or by membership of the community coalition. Counties with existing suicide prevention coalitions may submit only one application for funding, as endorsed by a majority of the coalition. Applications that address regional needs for suicide prevention are encouraged.

### IV. FUNDING

Funding is available in an amount up to \$10,000 per single county applicant or \$10,000 per county for multi-county or regional approaches. Grant awards are for the current state fiscal year. Costs that are unallowable under the grant are: staff salaries and benefits, utilities, rent, vehicles and treatment services. The actual grant awarded to successful applicants is dependent upon the number of approved applications received and existing budgetary resources. Funding for suicide prevention activities is contingent upon continuing support from the Wyoming Legislature and the performance of grantees during the contract period. *Funding will be monthly by invoice submitted to the Division in the required format.*

### V. PROGRAM DESCRIPTION

#### A. Background

Wyoming currently ranks fifth in the nation in per-capita suicides, according to nationally comparable data collected for calendar years 2004 and 2005. In the two immediately preceding years (2002 and 2003), Wyoming ranked first nationally in per-capita suicide rates. Each year, about 100 Wyoming residents die by suicide. It is estimated that somewhere between 60% and 90% of all individuals who complete suicide suffer from a diagnosable and treatable mental illness and/or substance abuse disorder. Although suicide involves multiple individual, social and environmental factors, it is rarely random or inevitable. Indeed, suicide is preventable in most cases. Through education, training, intervention and treatment, it is possible to reduce the number of suicides within Wyoming.

Responsibility for the successful implementation of local suicide prevention activities ultimately must reside in communities, through existing or new community coalitions or other local partnerships. Building on the unique strengths and resources of each community, local coalitions are best equipped to address suicide within the public health model. In addition to providing local coalitions with limited funding for suicide prevention efforts, the Suicide Prevention Initiative can provide technical assistance in the development, implementation and evaluation of local suicide prevention strategies. Suicide prevention requires the engagement of multiple systems towards a common goal. Activities must be long term, comprehensive, and culturally appropriate.

## **B. Goals**

Based on the State Suicide Prevention Plan and 5-Year Strategic Plan (Attachment H), the short-term goals of funding through this RFA are to establish or maintain community based coalitions to assess suicide prevention needs, to plan, organize, and implement comprehensive suicide prevention activities, and to conduct evaluations of completed activities. The long-term goal of funding is to reduce the incidence of suicidal behaviors in Wyoming communities including rates of both attempted and completed suicides, as well as to reduce the stigma associated with mental illness and suicide.

## **V. GRANT REQUIREMENTS**

### **A. Constituency of Community Coalitions**

Community coalitions must include representation from a broad base of community stakeholders and should fairly reflect the community's demographic and socio-economic composition. Recommended membership includes the following individuals, agencies and organizations: the county coroner, community leaders, mental health and substance abuse treatment providers, public school districts, private/religious schools, local colleges and vocation schools, senior citizens network, law enforcement, juvenile justice and corrections, clergy, public health nursing, emergency responders, child and adult abuse prevention advocates, primary health care providers, representation from targeted populations (for example, youth or elderly), advocacy groups, surviving family members and other loved ones of suicide victims, and suicide attempt survivors. All applications for funding must provide a list of actual or proposed coalition members (i.e., those who have committed to be a part of the coalition), with appropriate contact information for each such member, including email addresses where available. Coalitions receiving state funding are expected to provide the MHSASD with periodic updates on activities.

### **B. Planning and Evaluation of Activities**

#### Suicide Prevention Community Assessment Tool

Coalitions submitting an application for initial funding must expressly state their commitment to completing the Suicide Prevention Community Assessment Tool (Attachment B) by the end of the initial grant period. This tool has been adopted at the recommendation of the Suicide Prevention Resource Center to allow communities to complete an assessment of local needs and to provide a basis for evaluation of activities conducted. The community assessment can be completed in sections.

Coalitions previously receiving state funds for suicide prevention must submit the completed Suicide Prevention Community Assessment Tool with their application for continued funding. If an existing coalition has not yet completed the Suicide Prevention Community Assessment Tool, its funding application must include a brief explanation for its inability to complete the tool in a timely manner along with a proposed plan and schedule for completing the remaining portions of the tool by the end of the fiscal year. Every existing suicide prevention coalition seeking funding must attach to its application for funding a copy of the completed or partially completed suicide prevention community assessment tool.

## Evaluation Model

As part of its funding application, each existing suicide prevention coalition must provide an evaluation of all suicide prevention activities conducted with state funds during the previous fiscal year. The evaluation model presented as Attachment C is the format coalitions are requested to utilize for this evaluative process. New coalitions seeking initial funds for local suicide prevention activities are strongly encouraged to use this model prior to designing local suicide prevention programming, as it provides a uniform method of assessing goals, objectives and outcomes and will act as a justification for specific funding requests. All coalitions are urged to utilize the model throughout the grant period, as it begins implementing those activities proposed in the grant application. Technical assistance on completion of the model is available from the State Suicide Prevention Team Leader and/or members of the Suicide Prevention Task Force.

### **C. Proposed Activities**

Every application must contain a brief introductory narrative that should include the following: (1) the coalition's mission statement and vision of suicide prevention; (2) a statement on need that includes information on local suicide rates and trends and a description of any suicide prevention programs and activities within the community; (3) a discussion of the goals and objectives the coalition hopes to accomplish during the grant period; (4) an assessment of the strengths and weaknesses of the coalition as a vehicle for promoting community-based suicide prevention; and (5) an appraisal of any barriers the coalition anticipates encountering during the grant period and a statement of how the coalition intends to confront such barriers.

Coalitions are strongly encouraged to consider implementation of evidence-based programs that will produce measurable outcomes for evaluative purposes, and preference will be accorded to those grant applications proposing the implementation and evaluation of such programs. A list of evidence-based suicide prevention programs and promising practices is included with this application packet as Attachment I.

Comprehensive primary and secondary prevention approaches to suicide prevention are included in the State Suicide Prevention Plan and on the WDH Suicide Prevention website located at: <http://wdh.state.wy.us/mhsa/prevention/suicideindex.html>. Proposed activities must adhere to the public health model and address the risk and protective factors associated with suicide (see Attachment D). The following program descriptors are common to successful prevention programs and are recognized by the National Mental Health Association.

- They are theory driven, based on science
- They are tested and proven effective
- They go beyond building awareness and providing information, and require a long term commitment in order to influence behaviors or build skills
- They are holistic and focus on reducing risk factors as well as building healthy communities
- They are replicable in other settings

Activities that target specific high-risk populations (e.g., youth, older adults, middle-aged men, Native Americans) are strongly encouraged. Prevention activities designed to identify individuals at risk for suicidality must provide means for referring such individuals to appropriate mental health services. Intervention activities must include appropriate protocols for referral for mental health care. Applications that propose only information dissemination and/or education will not qualify for funding. Any agency, organization, association or entity may provide activities under the oversight of the community coalition.

#### **D. Reporting Requirements**

Every coalition that received suicide prevention funding from the State of Wyoming during the fiscal year immediately prior to the year for which funds are sought must attach to its funding application an Annual Report and an accounting of its expenditures. The annual report must briefly summarize the activities of the coalition during the fiscal year, including a description of activities completed, significant accomplishments, barriers encountered and strategies for overcoming those barriers. The required accounting must delineate how state funds were expended during the course of the year – i.e., to whom were funds provided, for what purpose, in what amounts. Explanations should be provided for any expenditure that deviated substantially from the budget set forth in the original grant application. Applicants must also submit a quarterly report in the form set forth in Attachment G.

### **VI. APPLICATION PROCEDURES**

#### **A. Receipt and Review Schedule**

Applications may be submitted at any time during FY 08-09 (July 1, 2008 -June 30, 2009). All applications will be considered on a rolling basis, with priority given in accordance with the order the application is received at the Mental Health and Substance Abuse Services Division. Applicants should request funding only for that portion of the fiscal year for which activities are planned.

Applicants are strongly encouraged to submit their applications and supporting documentation in electronic format. All electronic submissions should be sent to the following:

Keith Hotle  
Suicide Prevention Team Leader  
[keith.hotle@health.wyo.gov](mailto:keith.hotle@health.wyo.gov)

Applicants choosing not to submit their application electronically must mail the original and two copies of all materials to:

Keith Hotle  
Suicide Prevention Team Leader  
Mental Health and Substance Abuse Services Division  
Wyoming Department of Health,  
6101 Yellowstone Road, Room 259B  
Cheyenne, Wyoming 82001

All applications will be reviewed by the Suicide Prevention Team Leader, Division staff, and/or by members of the Suicide Prevention Task Force. Every effort will be made to review each application and make a final funding determination within 30 days of receipt. Successful applicants will be notified in writing immediately after a funding decision is made. The contract period is for the State FY 08-09 (July 1, 2008 through June 30, 2009).

Preference for funding will be given to existing suicide prevention coalitions, communities within counties that have a high rate of suicide, and applications that propose the implementation and evaluation of suicide prevention programs that employ evidence-based practices and produce measurable outcomes. Preference also will be given to applicants that propose specific programming and activities for suicide risk screening/assessment (i.e., Columbia TeenScreen Program) and for suicide first aid and intervention for persons at risk (i.e., the Applied Suicide Intervention Skills Training (ASIST) program). Any such screening, assessment or intervention program must include a plan for referring persons identified as at-risk for suicide to appropriate resources. Technical assistance is available from the State Suicide Prevention Team Leader.

#### **B. Checklist of Application Requirements**

1. The legal name and status of the organization submitting the application.
2. The name, address, email address, and phone number of the person to be contacted regarding the application.
3. The names, addresses, email addresses, phone numbers, and agency representation of community coalition members. If a coalition has yet to be formed, the names and contact information of at least five individuals who have agreed to participate in establishing and maintaining a community coalition must be included.
4. An annual report of suicide prevention activities conducted by the coalition during the previous fiscal year (not applicable to initial funding applications). ***This report must be included with the application, even if previously submitted to the Division.***
5. Copies of all materials developed during the previous fiscal year, e.g., gatekeeper training materials, magnets, flyers, posters, brochures, newsletters. Materials incapable of reproduction (e.g., radio broadcasts, billboards) should be listed separately. If you submit your application electronically, please mail copies of these materials to the Division.
6. An accounting of expenditure of state suicide prevention funds by the coalition during the previous fiscal year (not applicable to initial applications for funding). ***This accounting must be included with your application, even if previously submitted to the Division.***
7. A narrative providing the overall vision of the coalition, including a mission statement, a statement of need for suicide prevention within the community, the coalition's goals and objectives for the grant period, the unique strengths/weaknesses of the coalition and/or local community, and any barriers the coalition anticipates encountering along with strategies for overcoming those barriers.

8. The narrative must address separately the coalition's intention regarding completion of the Suicide Prevention Community Assessment Tool and for program evaluation using the evaluation model attached as Exhibit C. ***Each applicant must attach the most recent completed or partial Community Assessment Tool completed by the coalition.***
9. A description of proposed coalition activities for the term of the grant, using the format in Attachment E. The application must describe how each of its planned activities furthers both the *State Suicide Prevention Plan* and the short-term and long-term goals set forth in the *State Suicide Prevention Initiative 5-Year Plan* (Attachment H).
10. An itemized budget, using the format in Attachment F.
11. A description of identified technical assistance needs that the coalition anticipates requiring of MHSASD (e.g., suicide prevention curricula for schools, gatekeeper trainings).

Incomplete or noncompliant applications will not be considered for funding. Questions regarding the application requirements should be directed to Keith Hotle, Suicide Prevention Team Leader, at (307) 777-3318, or via email at [keith.hotle@health.wyo.gov](mailto:keith.hotle@health.wyo.gov).

***Please note: You may download this RFA and all necessary attachments from the Division's suicide prevention website at: <http://wdh.state.wy.us/mhsa/prevention/suicideindex.html>***